



DEPARTMENT OF THE NAVY

NAVAL HOSPITAL
BOX 788250
MARINE CORPS AIR GROUND COMBAT CENTER
TWENTYNINE PALMS, CALIFORNIA 92278-8250

IN REPLY REFER TO:

NAVHOSP29PALMSINST 1650.5F
Code 0002
27 November 1996

NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 1650.5F

From: Commanding Officer

Subj: SAILOR OF THE QUARTER (SOQ) AND SAILOR OF THE YEAR (SOY)
PROGRAM

Ref: (a) OPNAVINST 1700.10J
(b) MILPERSMAN 3030150
(c) OPNAVINST 5420.27J

Encl: (1) SOQ/SOY Nomination Format

1. Purpose. To publish procedures for nominating and selecting Sailor of the Quarter (SOQ) and Sailor of the Year (SOY), and to establish the SOQ and SOY Selection Board.

2. Cancellation. NAVHOSP29PALMSINST 1650.5E.

3. Background

a. Pursuant to references (a) and (b), the SOQ and SOY Program recognizes outstanding personal and professional achievement of enlisted members of the command, E-6 and below.

b. The SOQ and SOY Board is established in accordance with guidance set forth in reference (c) to recognize the very best all around sailor. Sustained superior performance, leadership, self-improvement, command and community involvement, military appearance, and personal fitness during the period covered are all key factors in the selection process.

4. Policy

a. For each quarter of the calendar year the command will select a Senior Sailor of the Quarter (E-5 or E-6), and a Junior Sailor of the Quarter (E-4 and below).

b. Each calendar year, one enlisted member (E-5 or E-6) will be selected as Senior Sailor of the Year. In addition, one enlisted member (E-4 and below) will be selected as Junior Sailor of the Year.

c. Per reference (a), an individual stationed here on a temporary additional duty (TAD) status is not eligible to compete

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for this command's SOQ or SOY program. Nominations for SOY for personnel TAD to this Command are encouraged and will be forwarded to the member's parent command for consideration.

d. Nominees must have no record of Non-Judicial Punishment (NJP) or other punishment for the preceding twelve months for SOQ and twenty-four months for SOY.

e. Nominees who failed the last scheduled Physical Readiness Test (PRT), unless excused, or who failed to participate in the PRT are not eligible for the SOQ and SOY Program.

5. Action

a. Command Master Chief shall:

(1) Chair the Command SOY Selection Board.

(2) Appoint a Chief Petty Officer (CPO) as Chairman for the Command Senior SOQ Board and for the Junior SOQ Board.

(3) Collect all SOQ and SOY nominations.

(4) Submit the recommended selectee, with all other nominees' names, to the Commanding Officer for approval.

b. Chairman of the SOQ Boards shall:

(1) Appoint selected CPO's to the boards.

(2) The Chairman of the Junior SOQ Board may appoint one First Class Petty Officer to be a member of the board

c. Command SOQ and SOY Selection Board shall elect one nominee from each category (Junior SOQ, Senior SOQ, or Junior SOY, Senior SOY) based on:

(1) Written recommendation.

(2) Nominee's Service Record.

(3) Personal appearance before the board (unless excused from appearing).

d. Department Heads shall:

(1) Be encouraged to submit a nominee in each category.

(a) Only one nomination may be submitted for each category of Junior SOQ or Senior SOQ.

(b) Submit SOQ nomination letters in the format

provided in enclosure (1) to the Command Master Chief no later than the 20th day of the month preceding the end of each quarter. The narrative of each SOQ letter should describe specifically how the nominee's performance exceeds that of their peers during the quarter.

(2) Submit a nomination for SOY in the format per reference (a). Personnel selected for either Junior or Senior Sailor of the Quarter during the calendar year are automatically considered for selection. However, they must still be nominated per reference (a).

(a) The SOY Program is open to E-1 through E-6 active duty personnel, serving at Naval Hospital, Twentynine Palms. Prior nomination for SOQ is a criterion for nomination. Personnel serving in pay grade E-6 selected for advancement to E-7 and personnel previously selected as Naval Hospital, Twentynine Palms, SOY are not eligible for selection. Personnel nominated for SOY must have at least six months remaining in their tour.

(b) Submit SOY nomination letters to the Command Master Chief by the fifth working day of January, annually. The narrative of SOY letters should describe specifically how the nominee's performance exceeds that of their peers during the year.

(3) Ensure the nominee's enlisted evaluation report reflects the nomination and/or selection for SOQ/SOY.

d. SOQ and SOY Nominees shall:

(1) Appear before the selection committee in the prescribed uniform of the day for interview. Personnel who do not appear before the board will be eliminated from competition unless the nominee is:

(a) TAD

(b) On leave

(c) Sick in quarters

(d) Hospitalized

(2) Receive a 72-hour special liberty at a time agreed upon by the nominee and their Department Head within the quarter following nomination.

(3) Ensure the nominee's enlisted evaluation report reflects the nomination and/or selection for SOY.

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e. Command Public Affairs Officer shall submit a Fleet Hometown News Release and press releases to other local news media.

6. Awards

a. SOQ Selectees shall be awarded:

(1) A Letter of Commendation from the Commanding Officer, a copy which will be displayed along with an official photograph in the quarterdeck area of the hospital.

(2) A Naval Hospital Command Plaque declaring selection as SOQ and period covered.

(3) A Service Record entry denoting selection.

(4) A designated parking space for the quarter.

(5) A 96-hour liberty per reference (b).

(6) A Plan of the Day note, Fleet Hometown News Release, and a press release to other local news media.

(7) A prominently displayed sign in the selectee's work space stating "SAILOR OF THE QUARTER WORKS HERE!"

(8) Removal from their watchbill for the quarter following selection, if possible, but not later than the second quarter following selection.

b. SOY Selectees shall receive the same awards as the SOQ and will receive the following additional recognition:

(1) The Senior Sailor of the Year shall represent Naval Hospital, Twentynine Palms, in the Navywide Shore Sailor of the Year Program.

(2) The Junior Sailor of the Year shall represent Naval Hospital, Twentynine Palms in the Marine Corps Air Ground Combat Center Junior Sailor of the Year program.



R. S. KAYLER

Distribution:
List A

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27 November 1996

SOQ/SOY NOMINATION FORMAT

1650
Code XXXX
(Date)

From: Head, _____ Department
To: Command Master Chief

Subj: SAILOR OF THE QUARTER/YEAR NOMINATION IN THE CASE OF
(Rate, Full Name, USN, SSN)

Ref: (a) NAVHOSP29PALMSINST 1650.5E

Encl: (1) Recommendation for Letter of Commendation for SOQ
and SOY

1. Per reference (a), _____
is nominated as the Sailor of the Quarter for the period _____.

2. The following information is provided:

- a. Date arrived on board:
- b. Projected rotation date:
- c. Currently selected for advance: (If yes, give date to be advanced.)
- d. Off-duty command and community involvement in quarter:
- e. Educational achievements or self-study achieved in the past quarter:
- f. Percent body fat: Grade on last PRT:
- g. Brief synopsis of significant professional achievements which warrant selection, and or any other information to distinguish nominee contemporaries:

(Signature)

Enclosure (1)